



MONTANA STATE PRISON HEALTH SERVICES OPERATIONAL PROCEDURE

Procedure No.: MSP HS D-03.0	Subject: CLINICAL SPACE, EQUIPMENT, SUPPLIES & REFERENCE MATERIALS	
Reference: NCCHC Standard P-D-03, 2014	Page 1 of 3 and no attachments	
Effective Date: November 1, 2010	Revised: June 1, 2017	
Signature / Title: /s/ Cindy Hiner / Health Services Manager		
Signature / Title: /s/ Tristan Kohut, D.O. / Medical Director		

I. PURPOSE

To ensure the availability of sufficient clinic space, medical equipment, supplies and reference materials to provide for the delivery of health care at Montana State Prison.

II. DEFINITIONS none

III. PROCEDURES

A. General guidelines

1. Montana State Prison Health Care Services shall designate space for the provision of on-site health care that includes at a minimum, privacy for the health care provider and patient to evaluate health problems. Designated equipment and space is inspected regularly and will include:
 - a. Examination and treatment rooms for medical care large enough to accommodate the necessary equipment, supplies, and fixtures, and to permit privacy during clinical encounters.
 - b. Pharmaceuticals, medical supplies, and mobile emergency equipment that is available and checked regularly.
 - c. Adequate office space with administrative files, secure storage of health records, and writing desks.
 - d. Laboratory, radiology, or other ancillary services are provided on site that is adequate to hold equipment and records.
 - e. Patient waiting areas that have proper seating, access to drinking water, and toilets.
2. The facility will have at a minimum, the following equipment, supplies, and materials for the examination and treatment of patients:
 - a. hand-washing facilities or appropriate alternate means of hand sanitation;
 - b. examination tables;
 - c. a light capable of providing direct illumination;
 - d. scales;
 - e. thermometers;
 - f. blood pressure monitoring equipment;
 - g. stethoscope;
 - h. ophthalmoscope;
 - i. otoscope;
 - j. transportation equipment (e.g., wheelchair, stretcher); and
 - k. trash containers for biohazard materials and sharps.
 - l. oxygen
 - m. automated external defibrillator

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3. The dental exam areas will have at a minimum the following items:
 - a. hand-washing facilities or appropriate alternate means of hand sanitation
 - b. dental examination chair/s
 - c. examination light
 - d. sterilizer
 - e. appropriate instruments
 - f. trash containers for biohazard materials and sharps
 - g. a dentist's stool
4. The dental operatory areas will have and maintain the additional equipment:
 - a. an x-ray unit with developing capability
 - b. blood pressure monitoring equipment
 - c. oxygen (kept and maintained by infirmary)
5. Medical and health care reference books, periodicals, audiotapes, video tapes, and computer resources are available to staff. Publications should include current medical pharmacological and nursing textbooks, and a medical dictionary which are listed as follows:
 - a. Lippincott's Nursing Procedures 6th ISBN-978 1-3411-4633-2
 - b. Lippincott's Manual of Nursing Practice 9th ISBN-13:978-0-7817-9833-4
 - c. PDR- Medical Dictionary 3rd by Stedman's ISBN-0-7817-3390-1
 - d. Nursing 2014 Drug Handbook ISBN- 10:1-4511-8635-5
6. At a minimum, weekly inventories will be maintained on items in the infirmary tool cribs which are subject to abuse (e.g., syringes, needles, scissors, and other sharp instruments).
7. Instruments will be packaged and stored in locked treatment cabinets in specified treatment areas.
8. Inventory sheets will be maintained for each treatment area.
9. Any disposable items will be discarded in the sharps container.
10. Non-disposable items will be cleaned and placed in the infirmary laboratory to be cleaned and prepared for sterilization by the assigned Correctional Health Services Technician (CHST).
11. Non-disposable items will be transported to the dental area/offices for sterilization and then returned to be placed back into inventory.
12. Inventories will be documented by the assigned nurse or CHST.
13. Out-lying satellite clinic areas will operate under the same guidelines.
14. Any discrepancies will be documented on MSP incident and missing tool reports, and immediately reported to the supervisor and security staff.
15. Needle and syringes will be obtained only from medical supply storage.
16. Needles and syringes will be received by the assigned CHST from the MSP Warehouse and inventoried for verification of contents.

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17. Needles and syringes will then be transferred to “blue room” storage where daily inventories will be recorded.
18. Laboratory needles will be transferred from count one time only to the locked lab storage cabinet located in the main infirmary lab room.
19. When an item is removed from the “blue room”, staff will initial each item on the appropriate log in descending order
20. Staff will discard all needles and syringes only in biohazard sharps containers.
21. The biohazard sharps container will be kept in a locked storage area until removed from the facility by authorized methods
22. The assigned CHST will verify the accountability of all needles/syringes on a daily basis.
23. Out-lying satellite clinics will operate under the same guidelines.
24. Assigned dental staff will inventory and maintain written logs of all dental disposable and non-disposable items which are subject to abuse. (i.e. syringes, needles, scissors, and other sharp items.)

IV. CLOSING

Questions concerning this operational procedure will be directed to the Health Services Manager.

V. ATTACHMENTS None